

THURSDAY
OCTOBER, 1996

17

OCTOBER 1996						
SEPTEMBER 1996		S	M	T	W	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

75 Days Left

APPOINTMENTS & SCHEDULED EVENTS

HOURS	NAME	PLACE	SUBJECT
7 0700	Peter Goodman		
8 0800			
9 0900			
10 1000	Carlton Eggs		
11 1100			
12 1200			
1 1300			
2 1400			
3 1500			
4 1600	Tammy Nichol 10 Light St	15 th Floor	
5 1700			
6 1800	55	to Denver	1978
7 1900			
8 2000			
9 2100			
10 2200			

PHONE CALLS

Carlton Epps
Wenzie Spain
George Wissman

EXPENSE & REIMBURSEMENT RECORD

S on Calvert
R on Bethesda
1 block - Gold Coast

Looking for

- Copier
- Microfilmer
- Microfilm ready/printer

-

- Do inventory of equipment
 - Please approval to PEP
 - Get written procedures/policies
 - Staff rosters/assignments
 - Performance Standards
 - Production data

© 1991 JEFFREY L. ALBERTSON, PA 15705-1231

BEST AVAILABLE COPY